

APPRENTICESHIP, LEVEL 3

Human Resource Support

**START DATE**

Various

DURATION

18 Months

LEVEL

Level 3

STUDY MODE

Day release / Block release

AWARDING BODY

CIPD

COST

Contact us

This apprenticeship qualification is aimed at HR professionals who are responsible for delivering front line HR support to managers and employees. Their work is likely to include handling day-to-day queries and providing HR advice; working on a range of HR processes; from recruitment through to retirement; using HR systems to maintain employee records; providing relevant HR information to the business to support the business with HR projects/changes.

The apprenticeship will provide successful learners with a firm foundation in all aspects of Human Resource Practice, developing your knowledge and understanding of the management of Human Resources, and the skills required to carry out this role confidently and effectively.

What will I study?

At least 20% of your working week for the duration of the apprenticeship must be spent carrying out new learning relating to the apprenticeship standards. To support you in achieving this, you will study the CIPD Level 3 Foundation Certificate in People Practice, covering the following topics:

- Business, culture and change in context
- Principles of analytics
- Core behaviours for people professionals
- Essentials of people practice

You will also be required to develop an extensive knowledge of your organisations HR policies and procedures, including employment legislation surrounding these.

What can I do after this course?

Further Study

Successful learners may benefit from career enhancement or progress further to higher level apprenticeships such as; Level 5 HR Consultant/Partner.

Career Opportunities

This qualification can open up opportunities to develop and enhance your career in Human Resources within the private and public sector.

Entry requirements

It is expected that level 3 apprentices will have experience of working within a current HR role, to ensure they have the suitable foundations on which to further build their knowledge and skills.

Certificate evidence of English and maths at level 2 or GCSE grade A*-C (or new grade 9-4). If you do not have these, we can support the development of your English and maths skills through completion of Functional Skills in the relevant subject and one-to-one support. Most employers look for ability in these areas and the majority of university courses require you to have Maths and English GCSEs at A*-C (or new grade 9-4). This is why the development of Maths and English is so important, whatever your field of study.

Assessment

The knowledge element of the apprenticeship is continuously assessed with no end examination. Successful completion of all assignments and class-based work will result in the award of the CIPD Level 3 Foundation Certificate in People Practice.

In addition to this, your apprenticeship assessor will also carry out regular 1-2-1 assessments such as observations, Q&A's and professional discussions either remotely or in your workplace at mutually convenient times. These assessments will provide evidence of you demonstrating the knowledge, skills and behaviours using practical working examples required to meet the Level 3 HR Support apprenticeship standards.

To achieve the apprenticeship in full, your End Point Assessment is made up of two components; a 3,000-word consultative project and a professional discussion, both of which demonstrate you meeting the apprenticeship standards within your role. Your End Point Assessment is assessed by the CIPD.

Visit this course on our website: <https://www.selby.ac.uk/courses/human-resource-support-apprenticeship-level-3>

For further information please contact the college: <https://www.selby.ac.uk/contact>

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